

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 26 May 1955

SUBJECT: **Weekly Activity Report No. 21**

II. OTHER ITEMS:

The Personnel Section has also requested interview with two other clerical employees from QRR who have indicated to PUD that they are dissatisfied with their present assignment. In addition, arrangements have been made for QTR interviews with an QRR professional employee who is resigning.

C. Operating Budget 1956 - Details of the recommended OIR Revised Operating Budget for FY-1956 are in final stage of consolidation prior to review by XO/TR, which is scheduled for 26 May 1955.

1. A report on External Training received by CIA employees separated during April 1955 was forwarded to the D/TR on 23 May.

2. The Weekly report of Enrollment Statistics will be distributed today.

3. [REDACTED] has been working after hours in the Registrar's Office this week and will continue to work for an undetermined period of time in an effort to reduce a volume of backlog filing.

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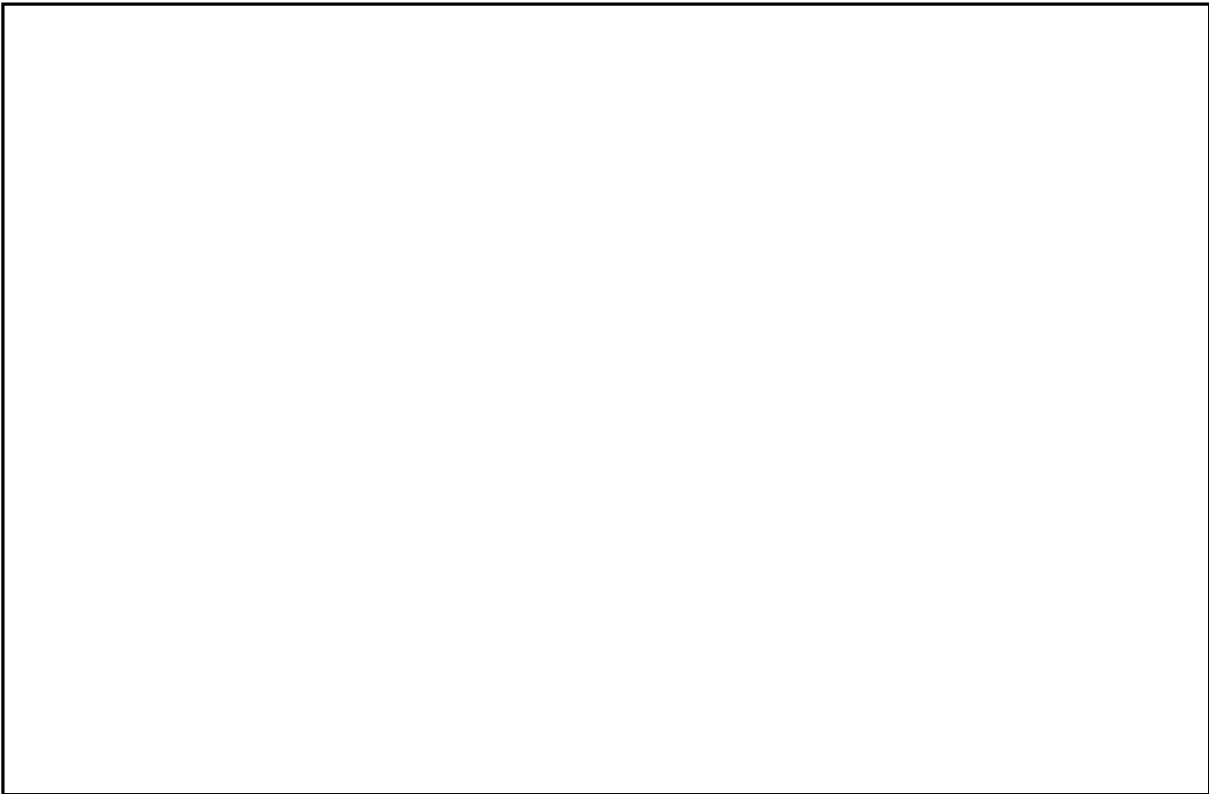
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E. Instructor Development Program - The Personnel Recruitment Division, Office of Personnel, has forwarded [] resumes of University Instructor applications for OTR review. Of the [] [] warranted further follow-up and field interviews.

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Most of the rejected cases lacked teaching experience or had heavy 10-9 factor. The Personnel Officer has requested immediate follow-up by Personnel Recruitment.

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G. [] Vacancies - [] through [] has clarified their local vacancy requirements. They are generally requesting GS-5 replacements for their support vacancies. Difficulty is anticipated in locating qualified on-board personnel at this grade.

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H. Rotary Possibilities - OTR Telephones - A listing in numerical sequence of all telephone numbers and respective offices in OTR has been compiled with a view toward improving service by placing more numbers in "rotary." Offices concerned will be contacted by a Supply and Services Section representative before any telephone changes are made.

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I. Uniform Allowance. [redacted] Guards - Public Law #37, effective 20 May 1955, now permits reimbursement to [redacted] personnel who are required to wear uniforms on official duty, up to \$100 per year. OGC is forwarding a copy of the Law to HFO/TR with Agency interpretation for dissemination to the [redacted]

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J. [redacted] Miscellaneous Equipment - Local Purchase - A supplemental list of requirements for office equipment and furniture, shop equipment, and maritime equipment was received from [redacted] Information regarding the equipment is being coordinated with the Logistics Office, Management Staff, and the Budget and Fiscal Section, OTR, with a view toward obtaining necessary authority to obtain as many of the items by local purchase as possible, using Fiscal Year 1955 funds.

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K. [redacted] - Weekly report of the utilization of [redacted] from the period 18 May through 24 May is attached.

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Attachment: [redacted]

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